

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-13A

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Water Quality Specialist
OPENING DATE: April 16, 2015
CLOSING DATE: May 13, 2015
DEPARTMENT: Environmental & Natural Resources
SALARY RANGE: NE-14; \$40,331 - \$60,486

Position Summary:

Under general supervision of the Environmental Program Manager, manages the Water Quality Program in accordance with Pueblo of Laguna program and funding source requirements. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops a strategic sampling plan for water study functions, including development and implementation of water quality standards; development or refinement of methods for collecting, computing, presenting and verifying hydrological data.
- Ensures appropriate scheduling of the water inventory; manages activities essential to the plans and schedules; oversees data collection and computer data retrieval systems.
- Conducts surface water quality surveys; investigates water pollution problems, including chemical and biological analysis of field collection samples.
- Maintains and records water quality data for development and implementation of tribal water quality standards and for submission to WQX/STORET.
- Develops procedures for and conducts routine field water quality measurements.
- Collects and processes field water samples as specified in the sampling plan, sends to laboratory and processes E. coli samples in-house.
- Inspects, installs, calibrates, and services instruments for the collection of ground and surface water data, including multi-parameter probes and turbidity meters; checks settings on a regular basis to ensure continuing accuracy of data.
- Builds Geographic Information System (GIS) and Global Positioning Satellite (GPS) capability of the Surface Water Monitoring Program.
- Conducts, calculates, plots, and checks numerical data; prepares graphs and data profiles.
- Analyzes current and historical water quality data to understand trends; suggests mitigation measures to correct water quality issues.
- Researches, compiles, and evaluates hydrological and related data from a wide variety of sources.
- Compiles and regularly updates quality assurance documents such as Quality Assurance Project Plan for Surface Water Monitoring and Quality Assurance Project Plan for GPS data collection.
- Compiles, computes, and generates information via computerized applications; produces various technical and visual reports, briefings, and decision documents to present internal/external agencies.
- Seeks additional funding and grant monies for continuation/expansion of program services. Develops program budgets, monitors expenditures, prepare financial forms/documents and participates in quarterly budget meetings.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna's Workforce Excellence concept.
- Performs other duties as required.

Minimum Qualifications

Bachelor's Degree in Hydrological/Environmental Engineering, Biology, Chemistry, Geology or related field, plus three years field work experience in hydrological/water quality investigations required. Water Quality Standards Academy and Quality Assurance/Quality Control Measures certification preferred. An equivalent combination of relevant education and experience may be considered.

Background Investigation Requirements:

Every position within the Pueblo of Laguna governmental operations must be designated at a position risk level commensurate with public trust responsibilities and attributes of the position. Each applicant will be subject to suitability determination by using a background investigation process. The level of review will be based on the level of public trust associated with the job position. This position is considered a **Medium Risk Public Trust (MRT)** position. To obtain a copy of the Pueblo's Suitability policy, please see a POL Human Resources Representative.

Background Investigation Process	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Skills, and Abilities:

- Knowledge of the principles of environmental conservation and management as related to water resources.
- Knowledge of sampling plan development and implementation.
- Knowledge of records/database management and maintenance.
- Knowledge of calibration methods and maintenance of water sampling equipment.
- Knowledge of Quality Control/Quality Assurance document development and revision processes.
- Knowledge of proper spelling, grammar, and punctuation, and advanced mathematics and statistical analysis.
- Ability to drive field vehicles including 4-wheel drive and ATV/ORV's.
- Ability to develop procedures related to field sampling and water quality measurements.
- Ability to prepare briefings/presentations for tribal council and ENRD staff; ability to manage and write grants.
- Ability to review and interpret discharge permits issued by NMED or the EPA.
- Skill in office machines and computer use including Word, Excel, Access, PowerPoint and GIS/GPS applications.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in statistical compilation and analysis.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLemployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES